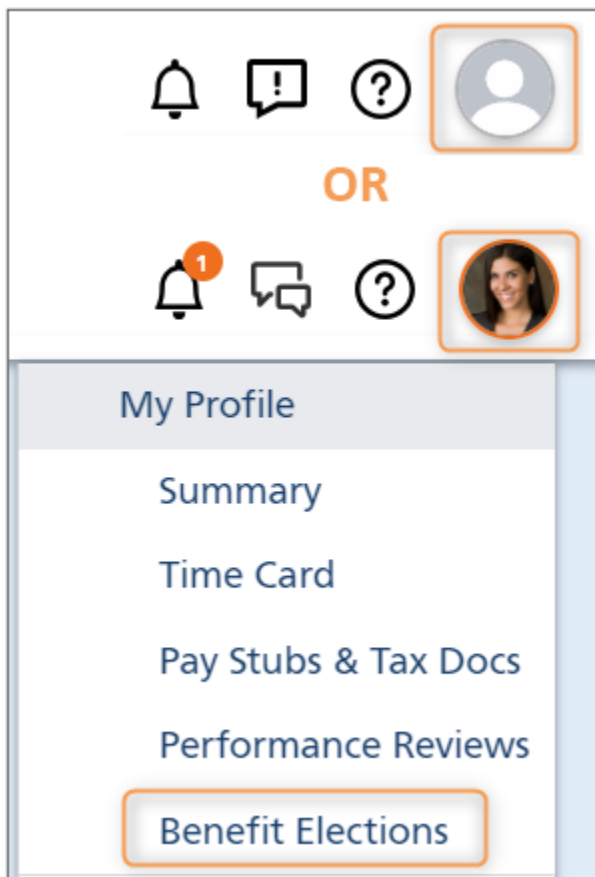


How to Enroll in Benefits During OE

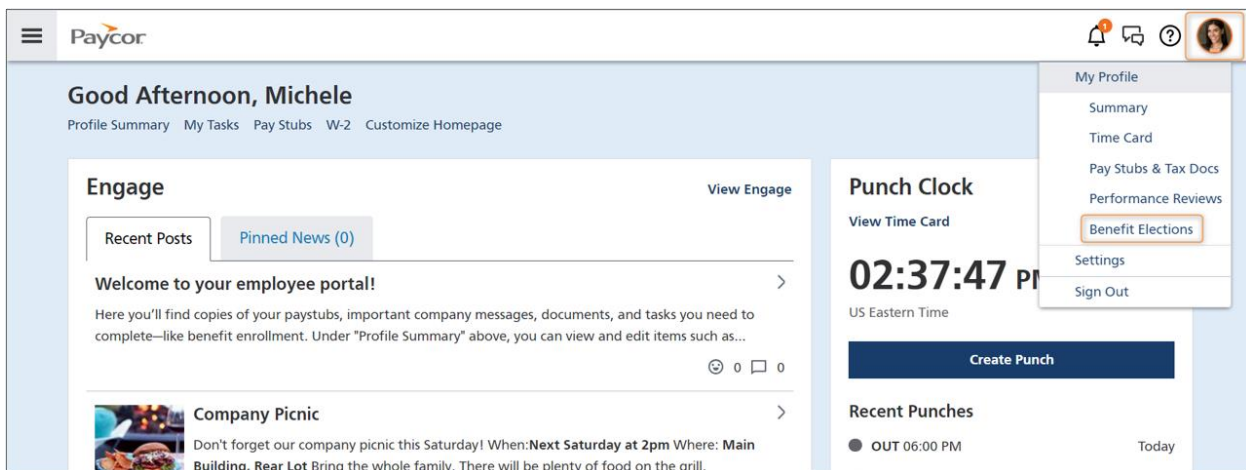
1. **Log in to Paycor** at www.paycor.com.

In the upper right corner of any Paycor screen, click the **circle Profile Menu**.



Note: This menu will display your photo if you've uploaded one.

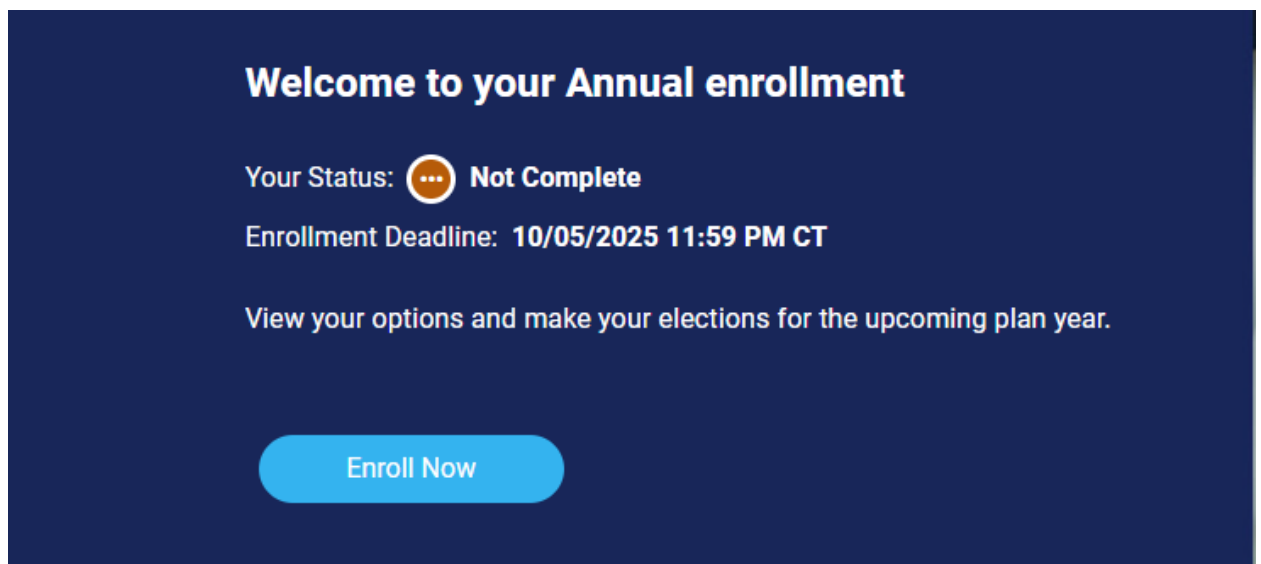
2. Select **Benefit Elections** from the dropdown menu.



3. You will be directed to your **Benefits Home** screen, where you can access the **Enrollment Center**.



4. Click **"Enroll Now."**



Step 1: Verify Your Personal Information

Before you begin your enrollment, verify that all your personal information (ex. address, date of birth).

Address

ADDRESS INFORMATION

Address 1 753 Swirl Lane

Address 2

City Cincinnati

State OH - Ohio

Zip 45241

Home Phone

Cell Phone

Home Email

Send Alerts in ☒ English ☐ Spanish

Work Email Test@gmail.com

Preferred Email ☐ Home Email ☒ Work Email ☐ None

I confirm that the information provided on this page is accurate and up-to-date. Or, if it is not correct, that I will update the information in the Paycor system once my enrollment is complete.

☒ I agree

Employee Information

Family Info

2 Your Benefits

3 Enroll

4 Complete

Continue

- When finished, check “**I agree**” and click **Continue**.

Step 2: Verify or Add Family Information

Before selecting your benefits, make sure all your dependents are listed.

- To **add a dependent**, click **Add Dependents** and complete all required fields (*).
- To **edit existing dependents**, click **Edit** next to their name.
- When finished, review the **Dependent Information Notice**, check “**I agree**”, and click **Continue**.

Step 3: Enroll in Your Benefits

1. Click **View Plan Options** for each benefit type to see your available plans.

Medical \$147.33
Your Cost per pay period

PLAN BCBSIL Premium Plan HCSC (BCBS of IL, MT, NM, OK, TX)

COVERAGE Employee + Spouse

Salary Tester 2025	Employee	☒ Cover
Spouse Tester	Spouse	☒ Cover

☒ Completed

- Each plan lists the **plan name, vendor, and key details**.
 - Click the drop-down arrow next to the cost to see **breakdowns**.
 - If covering dependents, select which dependents to include before proceeding.
2. After making your selections (or waiving coverage), the plan type icon will turn **green** and the “*Selection Required” text will update to **Completed**. **Continue making selections until you have completed enrollment for all benefit types.**

Tip: The system shows your previous elections to help you compare and update as needed. You may also select **I don’t want this benefit (waive)** to decline coverage.

Step 5: Add Beneficiaries

For life insurance, designate your beneficiaries. **Your total must equal 100%** to continue. Click **Continue** when finished.

Step 6: Review and Confirm Your Benefits

1. Carefully review all your benefit elections and covered dependents.
 - To make changes, click **Edit Selection** on any plan.
2. When ready, check “**I agree**” and click **Complete Enrollment**.
3. A **success message** will appear. **We strongly recommend you email or print your confirmation statement for your records.**